



**CITY OF ASHEVILLE
HOME OCCUPATION USE
PERMIT APPLICATION**

PERMIT #: _____

Development Services Center
161 S. Charlotte St., Rm A101
P.O. Box 7148
Asheville, NC 28802
(828) 259-5846
www.Ashevillenc.gov

Completed application, site plan, and drawings are required at the time of submittal. Incomplete or partial applications will result in a delay or denial of your application. Approval of a Home Occupation Permit and a valid City of Asheville Privilege License are required to operate a business from a home within a residential zone in the City limits. The City of Asheville shall review and approve, approve with conditions, or deny the application based on the information submitted per City of Asheville Unified Development Code Section 7-16-1(c)(39).

SITE LOCATION & DESCRIPTION

Site Address: _____

PIN #: _____ Zoning District: _____

APPLICANT & OWNERSHIP INFORMATION

Applicant Name(s): _____ Email: _____

Mailing Address/State/Zip: _____

Phone: _____ Cell Phone: _____ FAX: _____

If the applicant is not the property owner, permission from the owner must be provided below

Property Owner Name: _____ Phone: _____

Mailing Address/State/Zip: _____

Property Owner Signature: _____ Date: _____

BUSINESS INFORMATION

Business Name: _____ Privilege License # (required): _____

Are there other home occupations at this address: Yes ☐ No ☐ If Yes, associated Permit #s _____

Combined square footage of dwelling and accessory structures: _____ sq ft Square footage of floor area that will be used for business purposes: _____ sq ft

Any remodeling or structural addition to dwelling or accessory structure proposed in conjunction with the home occupation?
Yes ☐ No ☐ If Yes, explain in detail.

Type of business proposed (describe in detail): _____

Hours and days of operation: _____ Anticipated number of customers/clients expected per day: _____

Number and type of vehicles to be used in connection with the business and location of vehicle parking: _____

PERMIT #: _____

List all individuals engaged in the business, including name, address, and relationship to principal residents:

_____	_____
_____	_____
_____	_____

List any mechanical or electrical equipment necessary for the home occupation, including proposed location.

OTHER REQUIRED INFORMATION

☐ Map or Site Plan of the property drawn to legible scale showing location of all structures and location of all required parking spaces.
(NOTE: Vehicles used in connection with the business must be parked in an enclosed garage; one additional off-street parking space must be provided over and above the mandatory residential parking requirement.)

☐ Floor Plan of the interior of the dwelling drawn to legible scale showing location, room dimensions, and square footage of proposed business use area.
(NOTE: No more than 25% of the gross floor area of the dwelling may be used for the home occupation; additional requirements apply to accessory structures and artist's studios.)

Approval of a Home Occupation is valid for the use as submitted. Any changes to the use or structure will invalidate this approval.

I hereby certify that my business will continually conform to the standards of the City of Ashville Unified Development Code (UDO), Section 7-16-1(c)(39), and to any conditions of approval attached to the Home Occupation Permit. I understand this permit may be revoked at any time pursuant to any violation of the UDO. I also understand that a Code Enforcement Officer may, with reasonable notice and during regular business hours, inspect my home occupation site to ensure compliance.

By signing this permit application, I hereby affirm that I have read and understand City of Ashville Unified Development Code, Section 7-16-1(c)(39) and further affirm that the information provided in this application is correct and complete.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY	
Date Received: _____	Permit #: _____
Reviewed By: _____	Date: _____
On-Site Inspection By: _____	Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Conditions (List conditions): _____
<input type="checkbox"/> Denied (Reasons): _____	

ARTICLE XVI. USES BY RIGHT, SUBJECT TO SPECIAL REQUIREMENTS AND CONDITIONAL USES

Sec. 7-16-1(c). Uses by right, subject to special requirements.

(39) *Home occupation.*

- a. Use districts; all residential districts.
- b. No display of goods, products, services, or other advertising shall be visible from outside of the dwelling, except that home occupations shall be allowed one attached sign which shall not exceed one square foot per face, with no more than two faces per sign, and such sign shall not be illuminated.
- c. Home occupations shall be principally conducted by residents of the dwelling. However, a maximum of one full-time equivalent non-resident of the dwelling may be employed as part of the home occupation.
- d. On-premises retail sales shall not be a component of the home occupation.
- e. A maximum of 25 percent of the gross floor area of the dwelling unit may be used for the home occupation. If the home occupation is housed in an accessory structure, the square footage of the accessory structure shall not exceed 25 percent of the square footage of the principal structure (home). Provided, however, that artist's studios and workshops that are separate structures shall adhere to the following size standards:
 - Lot size less than 1 acre--structure maximum footprint 770 sq. ft.
 - Lot size 1 to 3 acres--structure maximum footprint 1,200 sq. ft.
 - Lot size more than 3 acres--no limit on structure size
 - Maximum height--20 feet
- f. Only one vehicle principally used in connection with the home occupation shall be parked or stored on premises; provided, however, that the vehicle shall be parked in an enclosed garage.
- g. No equipment or process shall be used in connection with the home occupation that creates noise, vibrations, glare, fumes, odors, or electrical interference off-premises.
- h. In addition to required parking as stipulated in section 7-11-1, one additional off-street parking space shall be provided for use in conjunction with the home occupation.
- i. The home occupation shall not materially increase the traffic that is found in its vicinity when the use is not in operation. Pursuant to this, a maximum of six individuals per day may visit the home occupation.
- j. Artist's studios and workshops developed as home occupations and located in an accessory structure shall meet the following setbacks:
 - Front--setback for residential structures in the zoning district
 - Side and rear setback
 - Structure footprint less than 770 sq. ft.--12 ft. setback
 - Structure footprint 770 sq. ft. to 1200 sq. ft.--20 ft. setback
 - Structure footprint more than 1200 sq. ft.--25 ft. setback